



An EU-funded project

Job vacancy – Assistant to Resident Twinning Advisor (RTA) at the Project 'Modernized Clearance Process'

DEADLINE FOR THE SUBMISSION OF THE APPLICATION: 28 October 2012

The Italian Customs Agency and Studiare Sviluppo Srl will implement the EU funded TWINNING PROJECT LB12/ENP-AP/FI/08 called "Modernized Clearance Process" and is seeking to recruit:

1 RTA Administrative Assistant for the Resident Twinning Adviser (Ref: RTA-Assistant)

Duration: 24 months

Place of Employment: Beirut – Lebanon (also travelling within Lebanon and Europe)

Languages requested: English and Arabic.

I. NECESSARY QUALIFICATIONS

Compulsory requirements:

- Successfully accomplished higher education, preferably in fields related to the Twinning Project;
- Experienced Personal Assistant/ Office Manager with accomplished personnel and administration skills;
- Previous technical assistance experience in EU-funded projects and sound knowledge of Twinning Projects framework;
- Excellent spoken and written command of English and Arabic;
- Proven organisational, administrative and management skills with the ability to identify priorities, apply initiative and adapt to rapidly changing circumstances;
- Proficient drafting / report writing (English) and analytical skills, acquired through studies or professional experience;
- Advanced computer skills, including a first-class command of Microsoft Word, Excel, PowerPoint & Outlook;
- Ability to meet set deadlines and work in demanding situations with a willingness for hard work and to be flexible, as part of an international result-oriented team;
- Maturity of judgment and a problem-solving approach with the ability to work alone or with minimal supervision;
- Record of reliability and adaptability under pressure;
- Individuals who have been civil servants or agents of the Lebanese customs administration (within the previous 6 months) or who are on leave from such administrations to take up this new job are not eligible for the RTA assistant position.

Optional requirements:

- Previous experience in the same position;
- Previous experience in twinning projects or / and knowledge of issues related to Twinning Project (Twinning Manual 2012);
- Experience in project implementation and management, preferably in an international office or in the public administration sector;
- Knowledge of Italian and French (spoken and written);
- Training or professional experience abroad in Europe;
- Knowledge of Lebanese Customs environment and especially about Customs procedures.

II. RESPONSIBILITIES

- Supporting the RTA and other project experts in their day-to-day activities as Project Assistant;
- Providing management assistance (including standard office/secretarial activities);
- Supporting the RTA in implementing and applying Project administrative policies and procedures;
- Assisting the RTA in managing Project operational activities and security issues;
- Coordinating administrative activities with RTA and serving as focal point on all local administrative policies and procedures;
- Preparing and ensuring the accurate and timely processing of all administrative related documentation and maintaining all required accounting records;
- Scheduling and organizing meetings for RTA and and/or other experts at all levels;
- Assisting the RTA in communications, liaison and general working relations with Lebanese public offices and institutions, relevant to Project activities;
- Assisting in the organization of Twinning Official Functions, Trainings, Seminars, Workshops, Study Tours and in all related administrative tasks;
- Making all travel arrangements, ticket booking, reservations, scheduling airport pickup and transportation needs for arrivals and departures of Project Experts, as required;
- Accompanying the RTA or other project experts to meetings, workshops and seminars and also on missions and field visits throughout Lebanon, as required;
- Supporting the RTA in the drafting of studies and documents in areas covered by the Twinning (i.e. information collection, monitoring of activities etc.);
- Assisting the RTA in drafting the minutes of the Steering Committee Meetings and other Project meetings and editing any other material related to the Project in English and Arabic;
- Providing general support for RTA and/or other experts with Lebanese partners and/or authorities;
- Reviewing, translating and editing text relevant to the project (newsletters, press releases, PowerPoint presentations, substantive documents, quarterly reports, side letters) in English and Arabic;
- Providing assistance to the RTA in liaising with Financial and Project Managers on all matters relating to administration and policy of Project;
- Maintaining Project records and sensitive files in direct and close cooperation with the RTA;
- Preparing, reviewing, posting of financial, personnel and/or related documents and their dispatch to Project Management HQ;
- Maintaining the stationary supplies and inventories;
- Handling public relations matters including organizing any Press Conferences – liaison for all media related activities;
- Providing support to RTA and other Twinning Experts, in terms of project assistance, interpretation and translation, as required;
- Maintaining a high level of ethical behaviour and to act in a non-discriminatory manner at all times;
- Respecting, actively supporting and, where appropriate, contributing to the overall aims and objectives of the Project;
- Following the Project policy documents and guidelines on: behaviour, appearance, health, safety, security, payment regimes, and use of Project equipment etc;
- Maintaining confidentiality in all matters relating to the work of the Project.

III. SELECTION PROCEDURES

CV (Europass format) and cover letter in the English language will be sent to the following e-mail address:

dogane.internazionali.cooperazione@agenziadogane.it

natalia.iorio@agenziadogane.it

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V. ADDITIONAL JOB INFORMATION

A short-list of candidates will be invited for an interview in November 2012

Project start: November/December 2012

Duration:

Maximum duration of the contract: 24 months

Location:

Beirut, with some possible national and international travelling.

Remuneration:

Up to € 1.500/month (gross and all inclusive), subject to skills and experience for a full time job.